

Texas Air National Guard
Air Active Guard Reserve (AGR) Vacancy

Announcement Number: **AGR-18-142**

Open Period: **13 February 2018 – 06 March 2018**

Open Areas of Consideration: **Nationwide**

This vacancy announcement is open to participating members of the Texas Air National Guard and those eligible for immediate transfer to the Texas Air National Guard.

Appointment Factors: **Open to SrA/E-4 NTE TSgt/E-6**

Qualification Requirements:

- **Trainees Accepted / ASVAB score required for retraining into 3F0X1: A=41 / Strength Code= G, 40lbs**
- Knowledge. Knowledge is mandatory of: personnel policies and procedures; preparing and maintaining records; assignment, promotion, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.
- **Experience preferred with MilPDS, CMS, VPC, CHRIS, EOM products, and Discoverer**
- **Ability to analyze and compare data between the military personnel data system and interfacing systems, identify discrepancies, missing data, and corrective actions to support base customers and resolve operational problems**
- **Data Management; ability to monitor and analyze Transaction Registers (TRs), identify problem areas, and assist work sections in making corrections and the capability to determine data validity, correctness, or incompatibility between compatible data and consistency with polices**
- **SharePoint administrator experience**
- **Microsoft Office Suite (primarily access and excel) experience or certification**

Position Information:

Title: Personnel (PSM)

Grade: TSgt/E-6

DAFSC: 3F071

Position #/s: (0148) 0082059134

Unit/Duty Location: 149 FSS, JBSA Lackland, San Antonio, TX

Funding Availability: AGR Funded

Concurrently Advertised: N/A

SUMMARY

Specialty Summary. Manages, supervises, and leads military personnel and human resource programs. Analyzes Air Force policy and provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions.

Duties and Responsibilities:

- Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.
- Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of

personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.

- Performs personnel actions. Conducts in and out processing at both in garrison and deployed and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.
- Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.
- Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.
- Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, Administration of Sanctuary in the Air Reserve Components.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

INSTRUCTIONS FOR APPLYING: Incomplete/expired paperwork will **NOT** be considered

1. **Required:** **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, dated 11NOV2013;** *previous versions are obsolete.* Announcement number & position title must be annotated on the form. (i.e. "AGR-18-XX")
2. **Required:** **Current Report of Individual Person (RIP), within the last 90 days.** For AF/ANG, you can obtain your Records Review RIP from your FSS/CSS or go to <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx> (RIP must show your ASVAB scores and awarded AFSCs). RIPs must be no more than 30 calendar days old.
3. **Required:** **Current Report of Individual Fitness Assessment, within the last 12 months.** Selectee must meet the minimum requirements for each fitness component in addition to an overall composite of 75 or higher for entry into the AGR program. **For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
4. **Required, if applicable:** A signed memo to willingly take a demotion; for enlisted members, higher ranking to the appointment factors.
5. **Optional:** DD214s, EPRs/OPRs, Resume, letters of recommendation
6. **Optional:** Current Preventative Health Assessment (PHA)/physical qualification status:
 - Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

- Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address: nq.tx.txarng.list.hro-agr-air@mail.mil **no later than 2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, emailed with the proper naming convention of Last Name-Announcement number (i.e. Last Name-AGR-18-XX) in the subject line. Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified.

Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); such as SSN, DOB, home/mailling address, height, weight, Body Mass Index, marital status, number of dependents, religious preference. Copies of official transcripts will be accepted (see if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date. Incomplete packages, packages not meeting mandatory requirements, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed after the close out date. Disqualification notifications will be emailed to applicable applicants *NLT 10 days after the announcement close date*. **If you need to update a previously submitted package**, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-AGR-18-XX")

REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer.